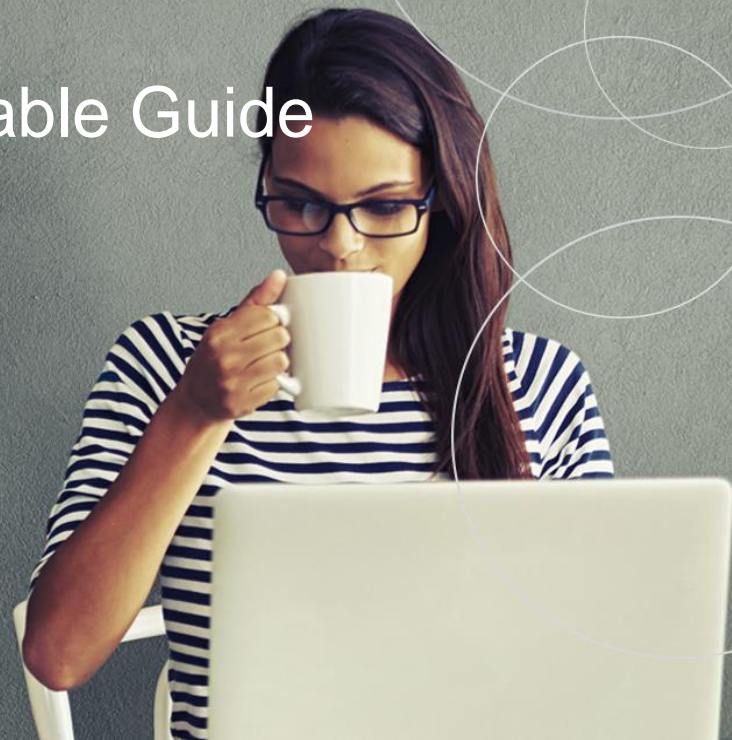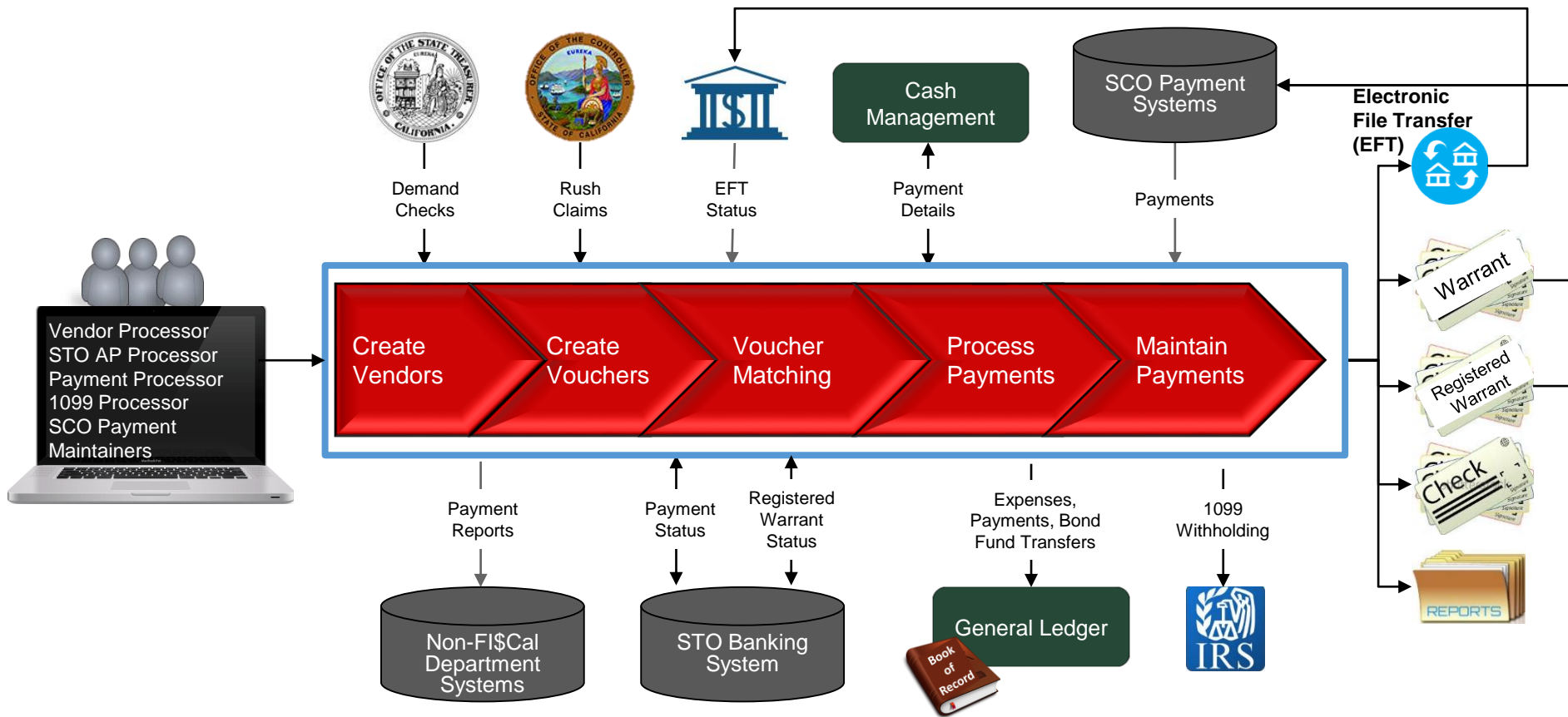# FI$Cal Change Discussion Guide

Appendix E: Accounts Payable Guide

2017 SCO/STO Release

Accounts Payable Overview

Create Vouchers – Legacy Claim Import

Process Overview	Key Impacts
■ The FI$Cal System must maintain records of all warrants, regardless of whether the department is in FI$Cal or out of FI$Cal (i.e. Release 2018 and deferred and exempt departments). The payment information will come from three sources: ❑ Specialized payment system via interface ❑ Vouchers entered directly in FI$Cal ■ This process includes the following sub-processes: ❑ Paper Claims Import ❑ Electronic Claims Import ❑ Payroll Claims Import ❑ Claim Error Maintenance	**Legacy Claim Import** ■ When FI$Cal becomes the State's Book of Record, all warrants will be recorded in FI$Cal ■ FI$Cal will create the warrant print file and spool memo for printing these warrants ■ The legacy claims import process Merges detail and accounting records – automatic import claim & warrant data ■ While claims are not vouchers, the claims are processed similar to voucher processing

Create Vouchers – Legacy Claim Import

Process Overview	Key Impacts
■ The FI$Cal System must maintain records of all warrants, regardless of whether the department is in FI$Cal or out of FI$Cal (i.e. Release 2018 and deferred and exempt departments). The payment information will come from three sources: ❑ Specialized payment system via interface ❑ Vouchers entered directly in FI$Cal ■ This process includes the following sub-processes: ❑ Paper Claims Import ❑ Electronic Claims Import ❑ Payroll Claims Import ❑ Claim Error Maintenance	**Claim Error Maintenance** ■ Three kinds of errors can occur: ❑ Key Entry Errors (for electronic claims) ❑ Combo Edit Errors ❑ Budget Errors ■ Most claims will be imported automatically without error

Create Vouchers – Expedite and Special Handling

Process Overview	Key Impacts

■ Beginning July 2017, FI$Cal departments will be able to create vouchers and request Expedite and Special Handling processing through FI$Cal
 	
■ Paper Claims with Expedite or Special Handling forms attached will be fulfilled as they are today
 	
■ Expedited services will continue to incur an additional cost
 	
■ This process includes the following sub-processes:
  ❑ Expedite Processing
  ❑ Special Handling Processing
  ❑ Non-FI$Cal Expedite Processing
	■ Users now have the ability to process payments through expedite and/or special handling in FI$Cal
	
	Expedite Processing
	■ Example Expedite Codes include but are not limited to "One Day", "Two Day," and "Specific Date"
	
	■ Depending on the cutoff times payments are processed accordingly
	
	Special Handling Processing
	■ Special Handling Codes are "Release to Agency", "Release to Treasury," and "Release to Bank"
	
	■ Depending on the payment message, payments are processed accordingly

Create Vouchers – Expedite and Special Handling

Process Overview	Key Impacts
- Beginning July 2017, FI$Cal departments will be able to create vouchers and request Expedite and Special Handling processing through FI$Cal - Paper Claims with Expedite or Special Handling forms attached will be fulfilled as they are today - Expedited services will continue to incur an additional cost - This process includes the following sub-processes: - Expedite Processing - Special Handling Processing - Non-FI$Cal Expedite Processing	**Non-FI$Cal Expedite Processing** - Include Claim ID as Invoice ID - Include only 1 fund per voucher - All Vouchers will be single payment

Create Vouchers

Control-Specific Impacts and Notes

- As we transition to FI$Cal roles and responsibilities will change as follows:
    - [ROLE] – [CHANGE IN ROLE RESPONSIBILITIES]
    - [ROLE] – [CHANGE IN ROLE RESPONSIBILITIES]
- Department business processes around Payments will change as follows:
    - [ENTER CHANGE IN BUSINESS PROCESS]
    - [ENTER CHANGE IN BUSINESS PROCESS]
- Increased communication and integration between the following business areas will be needed:
    - [ENTER IMPACTED AREAS] – [ENTER ACTIVITIY THAT MUST BE COMPLETED TOGETHER]

Create Vouchers

FI$Cal End-User Roles

Summary Role	Description
SCO AP Payment Processor	The SCO Disbursements end users who will: - create and post vouchers and warrants - review and maintain electronic payments - assign redemption percentages and dates to warrants - update warrant status post issuance (e.g., CD 173)
SCO AP Processor	The SCO end users who will add and review vouchers on behalf of non-FI$Cal departments.
STO AP Processor	The STO end users who will enter, research, delete, and correct vouchers.
SCO AP Approver 4	The SCO DAR end users who will approve direct transfer vouchers.
SCO AT Approver 1-4	The SCO AT end user who is responsible for approving vouchers through workflow. Will be pooled-defined by the role configuration. Will have the ability to ad hoc vouchers.

Create Vouchers

FI$Cal End-User Roles

Summary Role	Description
SCO AP Batch Processor	The SCO end users who will: - run inbound payment interfaces - run outbound warrant print files - run SCO outbound interfaces - update payment references.
SCO AP Expedite Processor	The SCO end user with access to approve vouchers created through SCO Expedite processing workflow.
SCO AP Expedite Approver	The SCO control end user with access to add and review vouchers on behalf of non-FI$Cal departments through SCO Expedite processing.

Create Vouchers

FI$Cal End-User Training

Course ID	Course Name
AP221	Warrant Processing Overview
AP221	Interface Error Maintenance
AP221	Interface Error Maintenance - Budget Exceptions
AP221	Expediting Payment Processing

Process Payments – Pay Cycle

Process Overview	Key Impacts

■ In FI$Cal, payments are processed using the pay cycle, a process that has been scheduled to run automatically throughout the day
 	
■ Express Pay Cycle can be run ad hoc for expedited payments and special handling
 	
■ Both the Automated Bond Fund Transfer and Automated Cash Validation processes that occur as part of the Pay Cycle
 	
■ This process includes the following sub-processes:
  ❑ Run Warrant Pay Cycle
  ❑ Cash Validation Process
	Run Warrant Pay Cycle
	
	■ All vouchers and legacy claims resulting in warrants are processed in FI$Cal using Pay Cycle
	
	■ For vouchers and legacy paper claims that generate a warrant, FI$Cal produces the print files that are sent to SCO for printing and mailing
	
	Cash Validation Process
	
	■ Cash Validation for all payments occurs prior to printing warrants during the pay cycle
	
	■ Cash Validation is a cash accounting process that prevents payments from posting if their posting activity would result in a negative cash balance

Reference the Warrant Processing Business Process Workshop: http://www.fiscal.ca.gov/wave_3_resources/index.html **11**

Process Payments – Pay Cycle

Control-Specific Impacts and Notes

- As we transition to FI$Cal roles and responsibilities will change as follows:
    - [ROLE] – [CHANGE IN ROLE RESPONSIBILITIES]
    - [ROLE] – [CHANGE IN ROLE RESPONSIBILITIES]

- Department business processes around Payments will change as follows:
    - [ENTER CHANGE IN BUSINESS PROCESS]
    - [ENTER CHANGE IN BUSINESS PROCESS]

- Increased communication and integration between the following business areas will be needed:
    - [ENTER IMPACTED AREAS] – [ENTER ACTIVITIY THAT MUST BE COMPLETED TOGETHER]

Process Payments – Pay Cycle

FI$Cal End-User Roles

Summary Role	Description
SCO Pay Cycle Processor	The SCO end user who is responsible for running warrant pay cycle, generating outbound print files, and posting payments for warrants.
STO Pay Cycle Processor	The STO end user who is responsible for running pay cycle, and cancelling and posting payments.

Process Payments – Pay Cycle

FI$Cal End-User Training

Course ID	Course Name
AP221	Warrant Processing Overview
AP221	Running Express Warrant Pay Cycle

Maintain Payments – Warrant Post Issuance

Process Overview	Key Impacts
- Payment Status reflects the overall status of the warrant - The Warrant Post Issuance process records the status of a warrant from issuance until either payment or cancellation - The Post Issuance process is used for exception processes for warrants including stop payments, redeposits, replacements, forgeries, etc	**Warrant Post Issuance** - SCO will no longer be issuing duplicate warrants, but will be issuing replacement warrants with new warrant numbers using the same issue date - In FI$Cal, original warrant numbers will be associated with the replacement warrant number - Physical items for redeposits will no longer go to STO - Workflow approval will be required for certain post issuance processes

Maintain Payments – Warrant Post Issuance

Control-Specific Impacts and Notes

- As we transition to FI$Cal roles and responsibilities will change as follows:
  - ☐ [ROLE] – [CHANGE IN ROLE RESPONSIBILITIES]
  - ☐ [ROLE] – [CHANGE IN ROLE RESPONSIBILITIES]

- Department business processes around Payments will change as follows:
  - ☐ [ENTER CHANGE IN BUSINESS PROCESS]
  - ☐ [ENTER CHANGE IN BUSINESS PROCESS]

- Increased communication and integration between the following business areas will be needed:
  - ☐ [ENTER IMPACTED AREAS] – [ENTER ACTIVITIY THAT MUST BE COMPLETED TOGETHER]

Maintain Payments

FI$Cal End-User Roles

Summary Role	Description
SCO AP Payment Processor	The SCO Disbursements end users who will: - create and post vouchers and warrants - review and maintain electronic payments - assign redemption percentages and dates to warrants - update warrant status post issuance (e.g., CD 173)
SCO AP Batch Processor	The SCO end users who will: - run inbound payment interfaces - run outbound warrant print files - run SCO outbound interfaces - update payment references.
SCO AP Payroll Processor	The SCO end users who will void or redeposit legacy payroll transactions.

Maintain Payments

FI$Cal End-User Roles

Summary Role	Description
SCO Accounting Maintainer	The SCO DAR end users who will: - set up the payroll business month account - configure the Fund Details page to set up escheatment ChartFields.
SCO Warrant Payment Maintainer	The SCO end users who will: - configure registered warrant options - set up warrant status and warrant status access security - set up warrant print file options - change payee name and payee address post issuance.

Maintain Payments

FI$Cal End-User Training

Course ID	Course Name
AP221	Warrant Processing Overview
AP221	Processing Warrants Post Issuance
AP221	Approval Post Issuance Payment Status

Accounts Payable

- For additional information on the business processes, key terms, functionality, and end user role definitions for Accounts Payable, please reference the business process workshops (BPWs) on the FI$Cal Website: http://www.fiscal.ca.gov/wave_3_resources/index.html

- For additional information on end-user training, visit the Training page of the FI$Cal Project website at: http://fiscal.ca.gov/training-academy/index.html